

CALAVERAS COUNTY REGISTRAR OF VOTERS



DRAFT AMENDED ELECTION ADMINISTRATION PLAN

E.C. 4005 (a) (10) (I)

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TABLE OF CONTENTS

INTRODUCTION	3
Overview	3
Vote by Mail	4
Vote Center and Ballot Drop-Off Locations	5
Voting Technology	6
Fiscal Impact.....	6
Conclusion.....	7
SECTION 1 - VOTER EDUCATION AND OUTREACH PLAN.....	8
General Requirements	8
Education and Outreach with the Language Minority and Disability Communities.....	10
SECTION 2 - ELECTION ADMINISTRATION PLAN - VOTE CENTER MODEL.....	14
General.....	14
Ballot Access	14
Vote Center Essentials	15
Ballot Drop Box Essentials.....	17
Vote Center and Drop Box Location Maps.....	17
Additional Considerations.....	18
Appendix A - Vote Center Locations and Hours	19
Appendix B - Vote Center Sample Layout	20
Appendix C - Ballot Drop Box Locations/Hours.....	21
Appendix D-Map of Voting Locations.....	22
Appendix E-Map of Bus Routes to Voting Locations.....	23
Appendix F - Budget Comparison	24

INTRODUCTION

Overview

In 2016 California codified a dramatic change in election law by adopting the Voters Choice Act. Senate Bill 450 authorized Calaveras County (and 13 other counties) to conduct any election by all mailed ballot with Vote Centers commencing in 2018. Counties not included in the 14 were authorized to adopt the Voter's Choice Act model in 2020. The Calaveras County Registrar of Voters opted to adopt and implement the Voter's Choice Act in 2020.

In 2002 state law was amended to allow voters to register as permanent vote by mail. Since then, the number of vote by mail voters steadily grew to 72% of the County's registered voters as of the 2018 General Election.

The Calaveras County Registrar of Voters established a combined Voting Accessibility Advisory Committee and a Language Accessibility Advisory Committee in April of 2017 which meets quarterly. This combined committee was established to provide critical feedback to Calaveras County Registrar of Voters and will continue to be a fundamental component of election administration in Calaveras County.

The Voter's Choice Act requires counties to prepare an Election Administration Plan. The plan is intended to be all-encompassing, representing feedback from various stakeholders, interest groups, and community members, including our language and disability communities. The Calaveras County Registrar of Voters conducted multiple public consultation meetings to receive feedback from representatives and advocates from the Spanish language and disability communities and adopted a County Plan on November 8, 2019. The plan was later amended and re-adopted on September 10, 2020.

Within two years of the adoption of the first plan, the Registrar of Voters is required to hold public meetings to consider revising the first plan. Every four years thereafter, the Register shall hold public meetings to consider revising the plan. The public meetings shall be held in accordance with the requirements under Elections Code § 4005 and be publicly noticed at least 10 days in advance. Public comment periods for the plan will be open for at least 14 days, prior to revised plan adoption.

The Election Administration Plan is intended to provide the necessary information to the voters of Calaveras County regarding the Voter's Choice Act. As such, herein we describe the vote by mail process, the proposed locations of vote centers, ballot drop-off locations, technology to be deployed, and a description of our voter education and outreach plan.

Vote by Mail

All registered voters will be mailed a ballot at least 29 days before the election with a postage-paid envelope to return the ballot. Voters may request a Spanish to be mailed to them. All voters may take advantage of the Remote Accessible Vote by Mail system which will allow voters to access and mark their ballot in a screen-readable format on a personal computer. The voter can then mark their choices and print the ballot. The accessible ballot may be submitted by mail, drop box or in person.

Vote Centers

Vote centers operate like polling places, allowing voters to cast their ballots in person, whether on paper or by utilizing an accessible ballot marking device. Voters can cast their ballots, or request and receive replacement ballots at any vote center throughout the County, regardless of where they live in the County, unlike the traditional polling place model where voters are assigned to a single polling place. Voters are able to register to vote or update their registration at any vote center. Voters who have not registered before the 14-day close of registration will be able to Conditionally Register to Vote (CVR) at any vote center and cast a conditional provisional ballot through Election Day.

Vote centers have secure access to the County's Election Management System, allowing vote center staff to verify, in real-time, the voting status of each voter. Vote centers are equipped with a minimum of three accessible ballot marking devices. All vote centers are Americans with Disabilities Act-compliant, and elections personnel will be on-site to assist voters with specific needs.

Security and contingency plans will be in place to prevent disruption of voting, and to ensure that the election is properly conducted. When vote centers are not in operation, the site and equipment will be secured through tested and established security protocols such as tamper-evident seals and locked secure storage facilities. A sample vote center layout diagram is provided in Appendix B.

Vote Center Formula: The Voter's Choice Act (VCA) has established a formula for determining the number of Vote Centers based on the number of registered voters as determined on the 88th day before the day of the election. The number of registered voters for the June 2022 Primary Election is expected to be 32,500. Voter's Choice Act counties with less than 50,000 registered voters must provide two 11-day vote centers for every 50,000 registered voters and one four-day Vote Center for every 10,000 registered voters. In accordance with Elections Code § 4005(a)(3)(B) the first two vote centers will open ten days before Election Day, and two additional vote centers will open beginning the third day before Election Day. The County Elections Office will act as a "29-day" vote center open Monday-Friday 8 am – 4 pm excluding holidays until the ten days before Election Day, then the Office will remain open through Election Day as one of the two 11-day vote centers.

Voter centers 1 (San Andreas) & 2 (Valley Springs) will be open from 8 am to 4 pm starting ten days before the election, including weekends and holidays, and open from 7:00 am to 8:00 pm

on Election Day. Voter centers 3 (Angels Camp), and 4 (Mokelumne Hill) will be open from 8 am to 4 pm starting three days before the Election, including weekends and holidays, and open from 7:00 am to 8:00 pm on Election Day. Appendix A provides a list of vote center locations, hours of operation, and whether the site is accessible to people with disabilities. A map of vote center locations is attached as Appendix D, and a map of vote center locations with bus routes is attached as Appendix E.

No less than four election workers will staff each vote center. In accordance with Election Code 14201, the County will make a good faith effort to recruit election workers who speak Spanish to provide language assistance at each vote center.

Ballot Drop Boxes

At least one ballot drop box is required for every 15,000 registered voters in the County for a minimum of 3 ballot drop-off boxes. Ballot drop boxes will be available no less than 28 days before Election Day and available during regular business hours. A ballot drop box outside the Calaveras County Government Center will be open twenty-four hours a day with drive-up accessibility. The Calaveras County Government Center is located at 891 Mountain Ranch Road, San Andreas, CA 95249.

Hours of each vote center and ballot drop box site will be posted on the Calaveras County Elections webpage under the polls icon (<https://elections.calaverasgov.us/Next-Election/June-Primary-Election/Where-to-Vote>) and included in the Calaveras County Voter Information Pamphlet. Appendix C provides a list of drop box locations, hours of operation, and whether the site is accessible to people with disabilities. A map of ballot drop box locations is attached as Appendix D, and a map of ballot drop box locations with bus routes is attached as Appendix E.

Vote Center and Ballot Drop-Off Locations

The Voter's Choice Act establishes definitive criteria for the placement/location of vote centers and drop boxes. Vote center and ballot drop off locations are subject to change, based on availability. . The following considerations were evaluated in choosing locations for vote centers and ballot drop off locations:

- Proximity to public transportation
- Proximity to communities with historically low vote-by-mail usage
- Proximity to population centers
- Proximity to language minority communities
- Proximity to voters with disabilities
- Proximity to communities with low rates of household vehicle ownership
 - Proximity to low-income communities
 - Proximity to communities of eligible voters who are not registered to vote and may need access to same-day voter registration.
 - Proximity to geographically isolated populations, including Native American reservations
 - Access to accessible and free parking
- The distance and time a voter must travel by car or public transportation

- The need for alternate methods for voters with disabilities for whom vote by mail ballots are not accessible to cast a ballot.
- Traffic patterns
 - The need for mobile vote centers in addition to the number of vote centers established pursuant to these considerations.
- Vote center location on a public or private university or college campus.

Vote center and ballot drop-off locations are selected in consultation with the Voting Accessibility Advisory Committee and the Language Accessibility Advisory Committee. Additionally, Geographic Information System (GIS) mapping software, U.S. Census Data, voter history, and any other readily available data is utilized to ensure locations are in optimal proximity to voters.

Voting Technology

Calaveras County Registrar of Voters procured Verity 3.0.1 from Hart Intercivic, Inc. in June 2019 and updated to Verity 3.1 in January 2020. The new system was deployed for the March 2020 Primary Election. The Verity deployment included a minimum of three accessible ballot marking devices (Verity Touch Writer), at least one in-person secure digital ballot imaging device and ballot box (Verity Scan) at each vote center, as well as Mobile Ballot Printing (MBP), that which allows the Calaveras County Registrar of Voters to print ballots on-demand at vote centers.

Each vote center has a network of laptops that link to the Calaveras County Registrar of Voters Election Information Management System (EIMS) through a secure Virtual Private Network (VPN) connection. EIMS is connected to the voter registration database administered by the State of California (VoteCal); this provides access to voter registration data, enabling vote center staff to determine the registration and voter status of every voter in real-time.

At the Calaveras County Registrar of Voters office, the staff uses the Verity Central Scan which includes new state-of-the-art scanners to scan ballots at Central Count with image capturing capabilities to allow for easy ballot adjudication. Verity Central is a powerful application designed to manage central ballot-scanning operation, allowing you to scan, and review ballots to resolve write-in votes and voter intent issues, and cast vote records to a secure vDrive for tabulation in Verity Count.

Additionally, the Registrar deployed the Democracy Live Remote Accessible Vote by Mail system for those who request an accessible vote by mail ballot, and for those who wish to view the Accessible Voter Information Pamphlet (VIP) online.

Fiscal Impact

Conducting elections in accordance with the Voter's Choice Act has resulted in similar costs to previous elections. Short-term costs included purchasing new ballot printers for all vote centers that enables staff to print all ballot types within the County and purchasing of laptops, and cradlepoints for vote center staff to have the ability to process voters directly in the election management system. Long-term savings include decreased costs for equipment, including the purchase of new equipment and equipment maintenance, ballot printing, and labor. The initial

creation of multiple secure connections between vote centers and the County's voter registration database resulted in increased expenditures due to new equipment, setup, testing, and support.

Vote centers are open longer and staffed by County employees at higher hourly rates than traditional poll workers. Vote center staff also require additional training to manage the complexity and technology requirements of vote centers. However, the long-term financial impact of implementing the Voter's Choice Act is expected to be comparable to the cost of a traditional polling place model.

Same-day registration already significantly impacts ordering ballots for an election as it makes it harder to anticipate voter turnout. A presidential primary intensifies this because ballots are ordered by party based on registration roughly 60 days prior to an election. With that in mind, the Voter's Choice Act provides a cost-savings by utilizing ballot on-demand technology. The Calaveras County Registrar of Voters now prints the ballot on demand at the time the voter requests the ballot, reducing the risk of running out of ballots and the cost of over-ordering ballots, ensuring sufficient quantities of each party are available at each vote center.

Conclusion

The California Voter's Choice Act is the most significant improvement to the voting process in the history of California. Successful implementation of this new method of conducting elections provides numerous benefits and opportunities to the County's voters and participating jurisdictions. School districts, municipalities, and special districts benefit through increased efficiencies resulting from the new Vote Center election model. The new election model has had a positive effect by increasing voter participation, providing greater accessibility to voters with disabilities, improving our voting systems and technology, and strengthening our elections infrastructure security.

The Calaveras County Registrar of Voters Office is excited about the numerous improvements the Voter's Choice Act has provided to voters. We look forward to continuing to provide accurate, transparent, and fair elections giving Calaveras County Voters full confidence in the electoral process.

SECTION 1 - VOTER EDUCATION AND OUTREACH PLAN

General Requirements

1-A Community Presence to Educate Voters on the Voter's Choice Act *§4005(a)(10)(I)(i)(III)*

The Calaveras County Registrar of Voter's has developed a community presence to educate the voters in Calaveras County. Local organizations were provided with flyers, and information on the Voter's Choice Act and how it impacts our County. These organizations were asked, if possible, to use their newsletters, email lists, social media, websites, and/or events to inform their community. The organizations the County conducted outreach to included assisted living facilities, homeowner associations, local businesses, nonprofits, political organizations, retirement homes, and schools. These organizations have received official media for purposes of education and outreach from the Calaveras County Registrar of Voters.

The Registrar of Voters' goal is to coordinate with our community partners, and the Voting Accessibility Advisory Committee/Language Accessibility Advisory Committee to identify opportunities to educate our voters, offer demonstrations of the voting equipment, and explain how to request and obtain an accessible ballot. The County Registrar will continue to make every effort to reach all areas of the County. Voters will have many opportunities to learn about the Voter's Choice Act and their voting options, which may include the following:

- 1) Voting Accessibility Advisory Committee/Language Accessibility Advisory Committee
 - a. Meetings will include voting system demonstrations and informational updates
 - b. Material development with Voting Accessibility Advisory Committee/Language Accessibility Advisory Committee members will be presented for distribution within their communities
- 2) Presentations to various audiences which may include:
 - a. Neighborhood associations
 - b. County Board of Supervisors
 - c. Angels Camp City Council and City Clerk
 - d. Elected Official's
 - e. Town Halls
 - f. School District Boards
 - g. Special Districts Boards
 - h. County Central Committees and Political Committees
 - i. Philanthropic organizations (such as Soroptimist, Rotary, Lions Club)
 - j. Calaveras County Public Libraries
 - k. Nursing/Assisted Living Facilities

A updated list of upcoming events can be found on the County Elections website under Voter's Choice Act, this list will continue to be updated as future events are scheduled.

1-B Use of the media, including social media, newspapers, radio, and television for purposes of informing voters of the availability of a vote by mail ballot in an accessible format and the process for requesting such a ballot. *EC §4005(a)(10)(I)(i)(II), §4005(a)(10)(I)(i)(VIII)*

Calaveras County Registrar of Voters will provide information about obtaining a vote by mail ballot in an accessible format and the process for requesting such a ballot utilizing outlets and methods described in Section 1 – A of this document and may also include the below list. All materials will be distributed to outlets in both English & Spanish languages.

- 1) Local television: Calaveras County Public Access TV
- 2) Newspapers: The Valley Springs News, The Calaveras Enterprise, The Union Democrat, The Pine Tree & The Mountain Chronicle, Sierra Sentinel, and Copper Gazette
- 3) *Radio Stations:
 - a. KQBM 90.7
 - b. KVMR 99.5
 - c. KZSQ 92.7
 - d. KKBN 93.5
 - e. KVGK 96.5/1340 AM
 - f. KRVR 105.5
 - g. KBYN 95.9 (Spanish)
 - h. KCFA 106.1/106.7/105.7 (Spanish)
 - i. KMPO 88.7 (Spanish)
 - j. KGRB 94.3(Spanish)
- 4) Social media and department website (Facebook: [@CalaverasCountyClerkRecorder](#), Twitter: [@CalaverasCR](#), Website: elections.calaverasgov.us)
- 5) Outreach to such groups as community partners, disability advocate organizations, elected officials, special districts, school districts, community-based organizations, and Public Information Officers.
- 6) County Departments (such as Health and Human Services, Veteran Services)
- 7) Public Service Announcements, broadly distributed to all media outlets serving the County

* Calaveras County residents are served by regional radio stations which are located out of the county also serving neighboring counties Amador and Tuolumne. Calaveras County will reach out to the local radio stations, any utilization of local media must take into consideration that a large portion of the audience will be from neighboring counties previously mentioned. Both Amador and Tuolumne Counties have moved to the Voter's Choice Act in 2020. Calaveras County will collaborate with neighboring counties to conduct outreach to the communities.

Additionally, Calaveras County will coordinate with the Secretary of State's Office on targeted television Public Service Announcements for distribution to Cable and Satellite Television providers. It is expected that these Public Service Announcements will only reach Calaveras County audiences. This method will allow the use of television media while minimizing, to the greatest extent possible, voter confusion.

The information to be provided will include the option to use an accessible voting device at any vote center, how to use the device; and the method for requesting, marking, and submitting an accessible ballot using the County's Remote Accessible Vote by Mail program.

1-C Use of Resources for Voter Education and Outreach
§4005(a)(10)(I)(i)(VII)

Calaveras County Registrar of Voters will spend the necessary resources on voter education and outreach to ensure that voters are fully informed about the election conducted in accordance with the Voter's Choice Act. Costs related to education and outreach are listed in Appendix E.

1-D Direct contacts with voters providing information on the upcoming election and promoting the toll-free voter assistance hotline
§4005(a)(10)(I)(i)(X)

Calaveras County Registrar of Voters will contact each Calaveras County registered voter a minimum of two times, by mail, to provide information on the upcoming election and the availability of the toll-free assistance hotline (833)536-8683. The two direct contacts will include information about an all-mail ballot election: vote center locations, ballot drop-off locations, dates and hours of availability, information about the availability of the Remote Accessible Vote By Mail System, and additional information about the upcoming election.

1-E Postage-paid postcard for requesting materials in an alternate language or an accessible format vote by mail
§4005(a)(8)(B)(iii)

All registered voters will receive a postage-paid postcard with their vote by mail ballot, the postcard may be used to request a Spanish language and/or accessible ballot.

Education and Outreach with the Language Minority and Disability Communities
§4005(a)(10)(I)(i)(I)

Calaveras County Registrar of Voter's established a combined Voting Accessibility Advisory Committee and Language Accessibility Advisory Committee in April 2017 to advise and assist with the implementation of federal and state laws relating to access to the electoral process by non-English preference voters, and voters with disabilities. The Voting Accessibility Advisory

Committee/Language Accessibility Advisory Committee is comprised of residents who advocate on behalf of the County's minority language and disability communities.

Members of the public can join the committee by contacting the Elections Office at electionsweb@co.calaveras.ca.us or calling (209)754-6376. More information can be found online on the County Elections Website at <https://elections.calaverasgov.us/Voter-Services/Accessible-Voting/VAAC-LAAC>.

1-F Inform Voters of the Upcoming Election and Promote the Toll-Free Voter Assistance Hotline using Media that Serves the Language Minority Communities
EC §4005(a)(10)(I)(i)(I)

The same voter outreach methods described in Section 1-B will be used to share information with the language minority communities in both English & Spanish languages and will be distributed to all outlets. Information will include Voter's Choice Act information, voting options (including Remote Accessible Vote by Mail), and toll-free access hotline (833)536-8683 for assistance.

1-G Identifying Language Minority Voters
§4005(a)(10)(I)(i)(V)

Calaveras County Registrar of Voters primarily uses the voter's language preference selection shown on their voter registration form to identify language minority voters. The County also uses the report the Secretary of State issues under Election Code § 14201(f). This report determines the precincts where 3% or more of the voting-age residents are members of a "single language minority." Voters may also contact the Calaveras County Registrar of Voters by telephone or email to update their language preference or provide their language preference to precinct officials during an election. A notice will be posted at each voting location informing voters that Spanish language ballots are available upon request. Additionally, all information related to voting locations is posted on the County Registrar of Voters' website.

Voters may also contact the Calaveras County Registrar of Voters by telephone or email to update their language preference or provide their language preference to precinct officials during an election. A postage-paid postcard is included in each vote by mail envelope. Using this postcard a voter may also return the postage-paid postcard to the Registrar requesting a ballot in Spanish.

1-H Voter Education Workshop for Minority Language Voters
4005(a)(10)(I)(i)(VI), §4005(a)(10)(I)(i)(VI)(ia)

All workshop materials will be provided in both English and Spanish languages, and all workshops will have language-specific interpreters available via telephone if requested by an attendee.

Prior to each major election a workshop will be held on a date to be determined and will provide an opportunity for the County's language communities to receive information about materials and assistance available in the specified language, in addition to the Voter's Choice Act voting process. Information about workshop events will be announced at least ten days in advance of the meeting date. The materials to be used during workshops are still being developed at this time. As they become available, materials will be posted on the Calaveras County Registrar of Voters website, elections.calaverasgov.us.

1-I Public Service Announcement for Minority Language Citizens
§4005(a)(10)(I)(i)(IX)

Calaveras County Registrar of Voters will use Public Service Announcements to inform voters in minority language communities of the upcoming election and the toll-free assistance hotline. The Public Service Announcements will be translated into the required language and distributed through social media, television, radio, and newspapers.

1-J Voter Education Workshop to increase accessibility and participation of eligible voters with disabilities
§4005(a)(10)(I)(i)(VI), §4005(a)(10)(I)(i)(VI)(ib)

The county elections official will educate and communicate the provisions of this section to the public, including the disability community, organizations, and individuals that advocate on behalf of or provide services to individuals with disabilities. A workshop will be held on a date to be determined and will provide an opportunity for the County's disability communities to receive information and materials about the Voter's Choice Act. The workshop is intended to increase the accessibility and participation of eligible voters with disabilities.

The same voter outreach methods described in Section 1-B will be used to share information with the disability community. Information will include Voter's Choice Act information, voting options (including Remote Accessible Vote by Mail), and toll-free access hotline (833)536-8683 for assistance.

1-K Website has publicly available accessible information
§4005(a)(10)(I)(i)(IV)

Calaveras County Registrar of Voter's website (elections.calaverasgov.us) has a page dedicated to information about the Voter's Choice Act. Information on the Calaveras County Registrar of Voters website (elections.calaverasgov.us) is in accessible formats and is publicly available. This includes the Election Administration Plan and other information related to the Voter's Choice Act, including scheduled public presentations, developed infographics, public notices, digital versions of collateral used to educate the public, and Voting Accessibility Advisory Committee/Language Accessibility Advisory Committee agendas and information. The website also has information about registering to vote and getting involved in the election process, including working at vote centers. Additional information found on the website is addressed in the appropriate sections of this plan.

The information to be provided will include the following:

- 1) All voters will receive a vote by mail ballot
- 2) The option to use an accessible voting device at any vote center and how to use the device
- 3) The method for requesting, marking, and submitting an accessible ballot using the County's Remote Accessible Vote by mail program

SECTION 2 - ELECTION ADMINISTRATION PLAN - VOTE CENTER MODEL

General

2-A Toll-Free Phone Access *§4005(a)(10)(I)(vii)*

Calaveras County Registrar of Voters offers toll-free phone support during all business hours, and all voting hours on Election Day. County Election staff does not have the capacity to translate all calls in the federal/state required language. However, staff can connect to an interpreter on a three-way call to be able to assist voters with translation. Speech and hearing-impaired voters may call the County Elections Office by dialing the toll-free number using the California Relay Service Teletype (TTY) at 711. The toll-free number is listed on the Calaveras County Elections website and included in the voting materials sent to voters prior to Election Day.

Toll-free hotline: (833) 536-8683

Ballot Access

2-B Access to a Vote by Mail Ballot by Voters with Disabilities *§4005(a)(10)(I)(ii)*

Receiving a Vote by Mail Ballot-

All Calaveras County registered voters receive a vote by mail ballot packet by mail for each election. The enclosed ballot can be marked and returned in the identification envelope included with the vote by mail packet.

Requesting a Remote Accessible Vote by Mail Ballot-

Calaveras County registered voters may opt for an accessible ballot through a Remote Accessible Vote by Mail system. The Remote Accessible Vote by Mail option provides voters with the ability to request a vote by mail ballot to be sent electronically. The electronic ballot can be downloaded to the voter's computer, marked using the voter's own assistive technology and then printed. The voter will need to have access to a printer to print the ballot. The voter may return the ballot in an envelope of their choosing or contact the Elections Office and request an accessible "two-hole punch signature guide" envelope be mailed to them. When returning the ballot the voter must sign the sealed envelope as required by law. This ballot can be returned in the same manner as any vote by mail ballot: through the mail, placed in a drop box, or returned to a vote center. Calaveras County Registrar of Voters has used OmniBallot from Democracy Live; a California certified Remote Accessible Vote by Mail system since 2016. Use procedure instructions are provided in the County voter information pamphlet as well as the County website and will be shared in educational materials and during public meetings and workshops.

Requesting a Replacement Ballot-

Any voter may request a replacement ballot by telephone at (833) 536-8683 or (209) 754-6376, by faxing a request to (209) 754-6733, by appearing in person at a vote center, or through the Remote Accessible Vote by Mail system.

Vote Center Essentials

2-C Secure Vote Center Voting *§4005(a)(10)(I)(iv)*

All voting conducted at a vote center follows the Secretary of State's security standards, Calaveras County Registrar of Voters security procedures, regulations in the California Elections Code and the California Voting System Use Procedures. This includes but is not limited to ensuring all equipment at the vote center is sealed, delivered, stored, and used in compliance with these regulations. In addition, our current procedures require that at least two election workers be present during all voting hours and while voted ballots are in their possession.

2-D Security and Contingency Plans, Preventing Disruption, Continuing Vote Center Operations *§4005(a)(10)(I)(iv)(VIII) §4005(a)(10)(I)(iv)(VIII)(ia), §4005(a)(10)(I)(iv)(VIII)(ib)*

All staff, including those working the Vote Centers, and those providing technical and compliance support, will attend extensive training on the operation of the voting equipment, setting up a vote center, assisting and processing voters, securing sensitive equipment each night, and the proper procedures in case of an emergency.

Under California voting system requirements, all certified equipment must run on battery power in the event of a power outage. County Sheriff and the local Police Department will receive a list of all vote center locations. Each vote center will be provided with a binder for emergency procedures and be provided with an instruction manual for the operation of a vote center and processing voters during an emergency.

Calaveras County Registrar of Voters will immediately work to resolve a disruption at a vote center, and each disruption will have its own response. Generally, if a single vote center is disrupted, Calaveras County Registrar of Voters will immediately have the staff redirect voters to other vote centers and will inform local authorities, the Secretary of State's office, and provide media updates to ensure voters are informed. If there is a natural disaster or other such disturbance occurs that affects a vote center, or ballot drop-off site's physical location, additional notifications, signage, and staff will be available to direct voters to an alternate location. Should all activities at a vote center need to be ceased, staff will immediately secure that vote center's voting equipment and account for all voting materials in accordance with California Election Code. Calaveras County Registrar of Voters will attempt to open a replacement vote center and widely disseminate information to the public about the change.

2-E The Total Number of Vote Centers to be Established
§4005(a)(10)(I)(vi)(I)

Based on the estimate of 32,500 active registered voters, Calaveras County Registrar of Voters will establish a minimum of two vote centers open for 11 days, including Election Day with an additional two vote centers open for 4 days including Election Day.

2-F The Location and Hours of Each Vote Center
§4005(a)(10)(I)(vi)(III), §4005(a)(10)(I)(vi)(VI)

Calaveras County Registrar of Voters identified vote center and ballot drop box locations that meet the criteria listed in Section 4005(a)(10)(B) using data collected from the current Calaveras County Voter Registration database showing voter concentration and participation history and the GIS map of Calaveras County showing public transportation routes, and high population centers.

Calaveras County Registrar of Voter's goal was to locate vote centers in well-known, fully accessible facilities. All vote centers will be open continuously for a minimum of 8 hours per day and from 7 am to 8 pm on Election Day. The location and hours of each vote center will be listed in Appendix A, which will be updated as locations are confirmed for each election. The list will be included in election materials provided to each registered voter.

2-G Staffing Vote Centers
§4005(a)(10)(I)(vi)(IX)

Calaveras County Registrar of Voters anticipates a minimum of four staff at each vote center. Calaveras County Registrar of Voters' staff will do its due diligence to recruit at least one bilingual staff member for each vote center.

2-H Services for Voters with Disabilities
§4005(a)(10)(I)(vi)(X)

Each vote center will have a minimum of three fully accessible touch screen voting devices. These devices are certified by the Secretary of State for use in California elections and allow each voter to mark their ballot independently and privately. Additionally, vote center staff will receive training on setting up the equipment, assisting voters with the equipment, including voters with disabilities, troubleshooting issues with the equipment and the proper storage of the equipment.

Additionally, training on how to provide service in a thoughtful and professional manor at the polls to voters who have a disability will be provided during the poll worker training. The training will fall in line with the standards set by the Secretary of State (SOS) office.

Curbside voting will be offered at each vote center in addition to traditional voting. Any member of the community wishing to utilize this service shall use the call box located in

the designated “Curbside Voting” spot. A vote center staff member will bring the roster out to the voter to sign. Once the voter has been checked in the staff member will bring a paper ballot, secrecy sleeve, and a pen to the voter and allow them to vote privately. After the ballot has been voted two elections staff members will return the ballot to the vote center using a secrecy sleeve and deposit into the ballot box.

2-I Design and Layout of Vote Centers

§4005(a)(10)(I)(vi)(XI)

Layout guidelines will be used to ensure voting booths and accessible ballot marking devices are placed in a manner that allows a voter to mark their ballot independently and privately. Layouts will be sensitive to the accessibility needs of voters and will be adjusted to accommodate the varying shapes and room sizes of each location. See Appendix B for a sample layout.

Ballot Drop Box Essentials

2-J The Total Number of Drop Boxes to be Established

§4005(a)(10)(I)(vi)(II)

Based on the estimated number of registered voters Calaveras County Registrar of Voters is required to establish a minimum of three ballot drop box locations. The Voter’s Choice Act requires that ballot drop off locations open no later than 28 days prior to Election Day. At the time this Election Administration Plan was drafted six ballot drop box locations are available to voters.

The Location and Hours of Operation of Each Ballot Drop Box

§4005(a)(10)(I)(vi)(IV), §4005(a)(10)(I)(vi)(VII)

Calaveras County Registrar of Voters' goal is to partner with the community to locate drop boxes in well-known, fully accessible facilities. A complete list of current ballot drop box locations, hours of operation, and whether the drop box is accessible to voters with disabilities is listed in Appendix C.. This list will be included in election materials provided to each voter and available on the County Elections website.

Vote Center and Drop Box Location Maps

2-K Location Maps

§4005(a)(10)(I)(vi)(V)

Maps showing the location of vote centers and ballot drop boxes are shown in Appendix D.

Additional Considerations

2-L Estimated Costs under this Plan

§4005(a)(10)(I)(v)

Calaveras County Registrar of Voters incurred one-time upfront costs for the initial implementation of the Voter's Choice Act, increasing election expenditures in the short-term. The cost increase was related to purchasing new voting equipment, and technology to allow vote centers to operate in unison through a secure VPN connection to the County Registrar of Voters election management database. After initial costs are incurred, it is expected the ongoing cost will remain the same or less in the following election years. The ongoing costs are attributed to complying with significantly expanded requirements for community and voter engagement, extra-hire salaries, and vote center facility usage.

Following each election conducted under the Voter's Choice Act, Calaveras County Registrar of Voters will prepare an election cost comparison report, which will be posted on Calaveras County Registrar of Voters' website in an accessible format as required under §4005(g)(2).

See Appendix E for budget comparison of recent elections.

2-M Address Significant Disparities in Voter Accessibility and Participation, as Required by Subdivision (g).

§4005(a)(10)(I)(iii)

Following each election conducted under the Voter's Choice Act, Calaveras County Registrar of Voters will review comments received from voters and will solicit input from community partners on data collected in compliance with Section 4005(g). Calaveras County Registrar of Voters will make reasonable efforts to address significant disparities identified on an item-by-item basis.

2-N Provide Assistance to the Secretary of State with Report to the Legislature

§4005(g)(1)(A)

Calaveras County Registrar of Voters will provide statistical data to the Secretary of State, including the information listed in Section 4005(g).

Appendix A - Vote Center Locations and Hours

The Government Center voting location in San Andreas will be open Monday through Friday, beginning 29 days before Election Day from 8 am to 4 pm, excluding holidays and weekends. The 10 days before Election Day, the San Andreas location will be open continuously from 8 am to 4 pm.

The Valley Springs voting location will be open 10 days before Election Day from 8 am to 4 pm. The Angels Camp, and Mokelumne Hill, locations will be available 8 am to 4 pm beginning the Saturday, Sunday, & Monday before Election Day. On Election Day, all vote center sites will be open 7 am to 8 pm.

The most current list of each vote center and their hours will be posted on the Calaveras County Elections webpage under the polls icon (<https://elections.calaverasgov.us/Next-Election/June-Primary-Election/Where-to-Vote>) and included in the Calaveras County Voter Information Pamphlet.

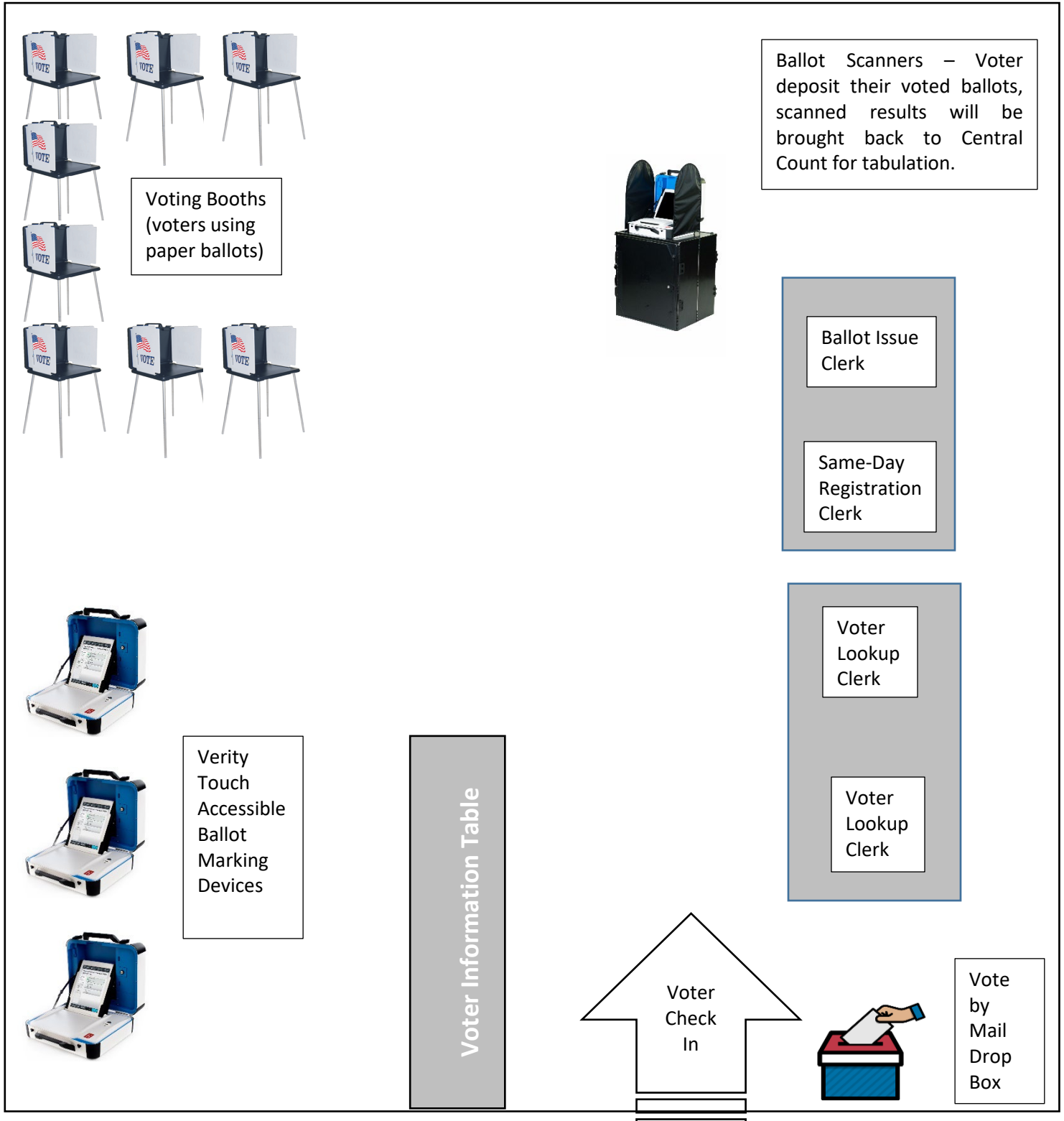
If you see the word **yes** in the right-hand column, the site is accessible to people with disabilities. If you see the word **no**, the site is not accessible.

Vote Center Location	Address	Days of Operation	Hours	
Angels Camp : Bret Harte Theater	323 S. Main Street Angels Camp, CA 95222	Saturday- Monday before Election Day	8 am – 4 pm	Yes
		Election Day	7 am – 8 pm	
Mokelumne Hill: Mokelumne Hill Town Hall	8283 Main Street, Mokelumne Hill, CA 95245	Saturday- Monday before Election Day	8 am – 4 pm	Yes
		Election Day	7 am – 8 pm	
Valley Springs: Jenny Lind Veterans Hall	300 Daphne Street, Valley Springs, CA 95252	10 days before Election Day	8 am – 4 pm	Yes
		Election Day	7 am – 8 pm	
San Andreas: Government Center	891 Mountain Ranch Road San Andreas, CA 95249	Monday – Friday Election Day (beginning E-29)	8 am – 4 pm	*Yes
		10 days before Election Day	8 am – 4 pm	
		Election Day	7 am – 8 pm	

* For those arriving by bus, there will be a temporary bus stop outside the Elections Office building during the voting period. This temporary bus stop will provide a shorter, accessible path of travel from the bus to the vote center than does the permanent bus stop.

Appendix B - Vote Center Sample Layout

Below is a working sample of a vote center layout. Each vote center will be set up in a manner that offers the highest level of accessibility, privacy and efficiency for that specific location.




Appendix C - Ballot Drop Box Locations/Hours

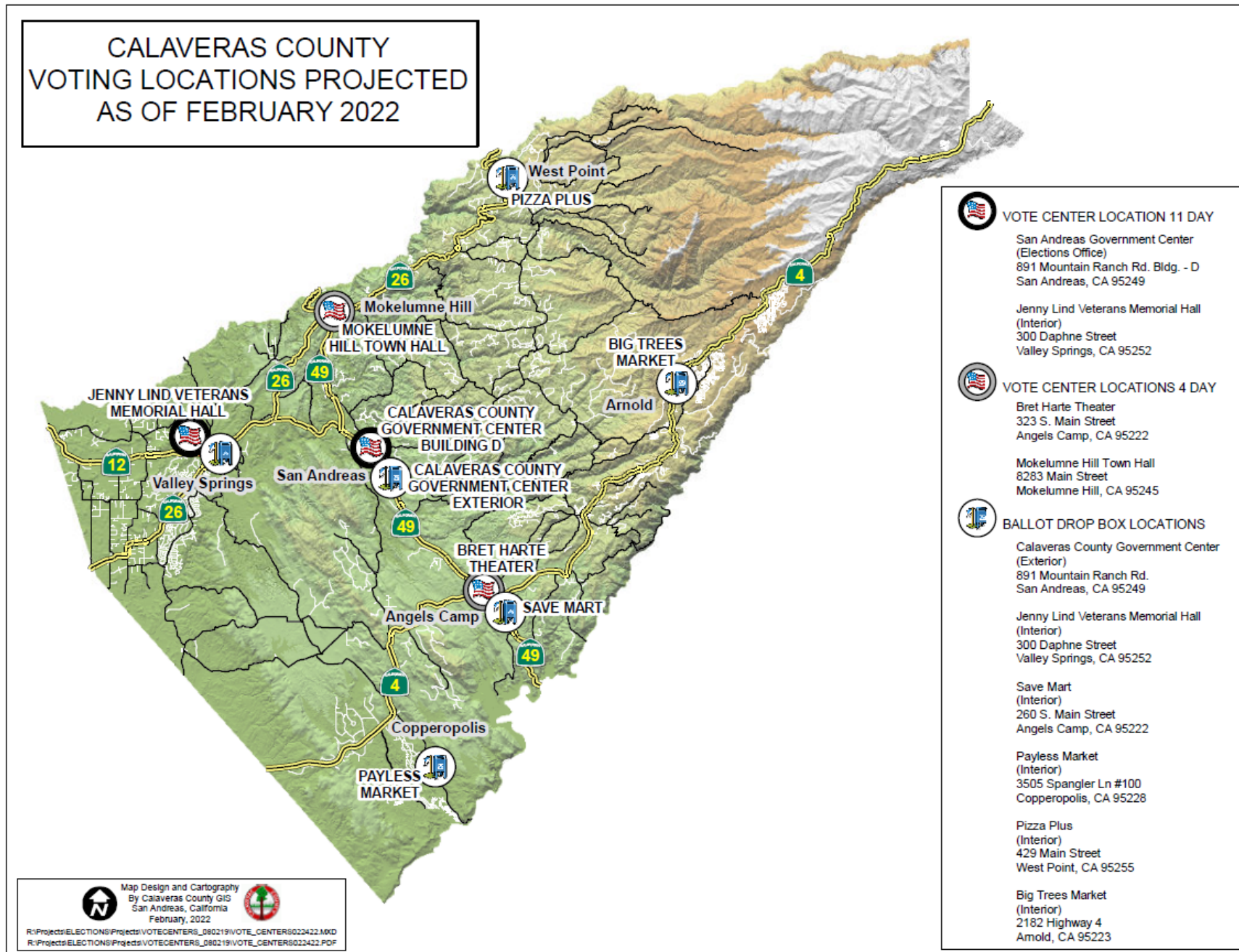
All ballot drop off locations will be available 29 days before the election. Drop boxes are available during regular store business hours, except on Election Day, in which all ballot drop boxes will close at 8 pm unless the business closes earlier.

The most current list of each ballot drop box and their hours will be posted on the Calaveras County Elections webpage under the polls icon (<https://elections.calaverasgov.us/Next-Election/June-Primary-Election/Where-to-Vote>) included in the Calaveras County Voter Information Pamphlet.

If you see the word **yes** in the right-hand column, the site is accessible to people with disabilities. If you see the word **no**, the site is not accessible.

Ballot Drop Box Location	Address	Days of Operation	
Angels Camp: Save Mart Supermarket – Inside Store	260 S. Main St Angels Camp, CA 95222	Monday - Sunday	Yes
Arnold: Big Trees Market – Inside Store	2182 Hwy 4 Arnold, CA 95223	Monday - Sunday	Yes
Copperopolis: Payless Market – Inside Store	3505 Spangler Ln Copperopolis, CA 95228	Monday-Sunday	Yes
San Andreas: Government Center Office – Exterior	891 Mountain Ranch Rd San Andreas, CA 95249	24 hours Monday-Sunday	Yes
Jenny Lind Memorial Hall:	300 W. Daphne St Valley Springs, CA 95252	Monday - Saturday	Yes
		Sunday	
West Point: Pizza Plus - Inside	22663 Hwy 26 West Point, CA 95255	Monday - Sunday	Yes

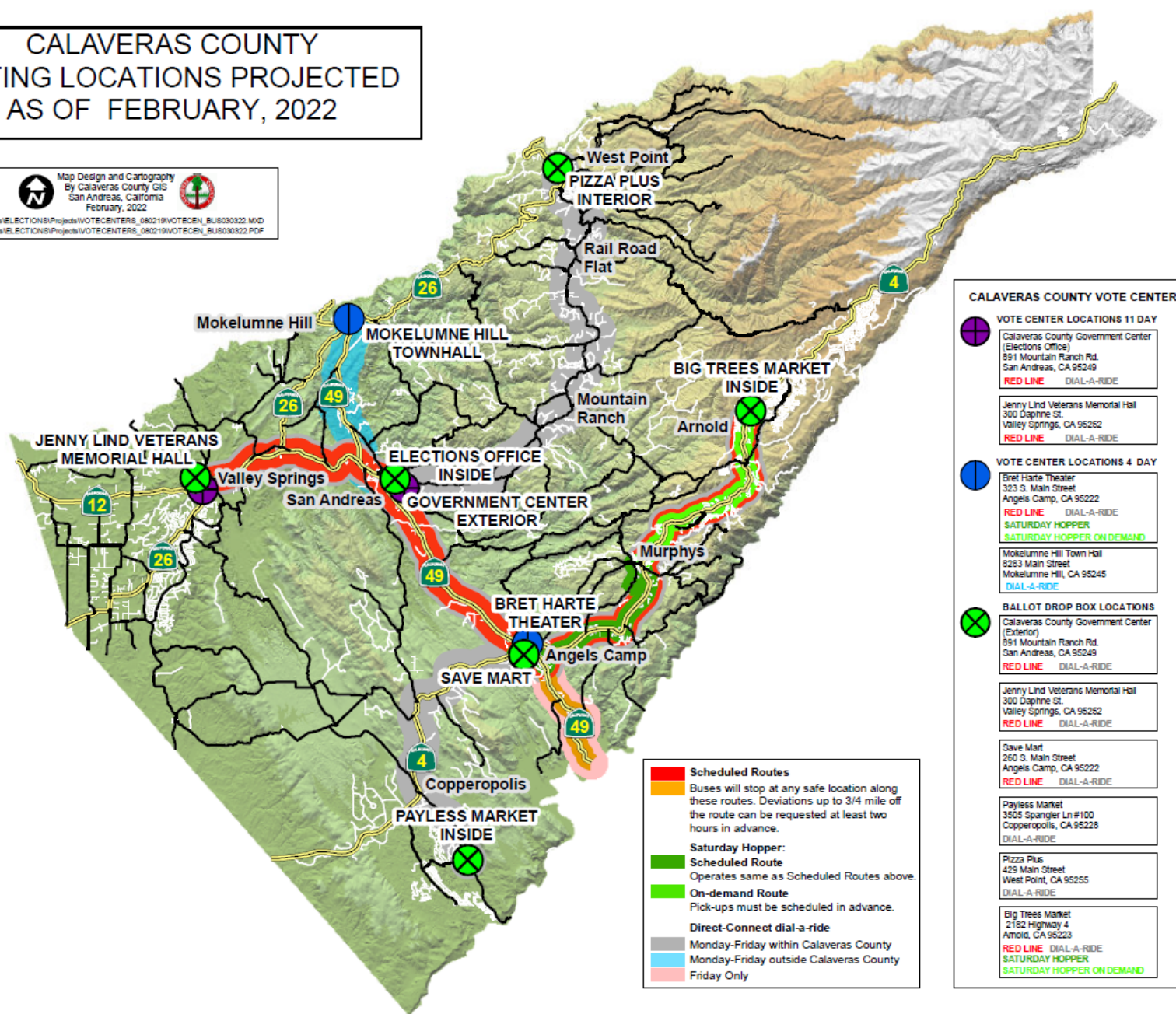
Appendix D-Map of Voting Locations



Appendix E-Map of Bus Routes to Voting Locations

CALAVERAS COUNTY VOTING LOCATIONS PROJECTED AS OF FEBRUARY, 2022

Map Design and Cartography
By Calaveras County GIS
San Andreas, California
February, 2022
R:\Projects\ELECTIONS\Projects\IVOTECENTERS_080219\IVOTECEN_BUS030322.MXD
R:\Projects\ELECTIONS\Projects\IVOTECENTERS_080219\IVOTECEN_BUS030322.PDF



Appendix F - Budget Comparison

Description	2018 General Non-VCA	2020 Primary	2020 General	Estimated: 2022 Primary	Estimated: 2022 General
Advertising/Legal Notices	\$130	\$2,134	\$1,360	\$1,000	\$1,000
Television PSA/Radio (Script development, interview availability, translation services), Before the Movie Advertisement	\$0	\$1,873	\$0	\$1,500	\$1,500
Translation Services	\$123	\$1,737	\$226	\$1,500	\$300
Direct Voter Contact Mail (Direct mail to each registered voter as described in 1-D) and email contact	\$0	\$18,487	\$12,219	\$20,000	\$15,000
Public Workshops/Meetings (Required workshops, Voting Accessibility Advisory Committee/Language Accessibility Advisory Committee Meetings, other events as referenced in 1-B)	\$0	\$2,125	\$1,171	\$1,500	\$500
Election Workers (Poll Workers & Extra-Hire)	\$30,733	\$21,722	\$27,957	\$35,000	\$35,000
Facility Rental & Equipment Delivery/Pickup	\$1,090	\$1,309	\$4,064	\$4,500	\$4,500
Ballot Coding/Layout/Hart Annual License & Support Fee	\$9,900	\$5,089	\$5,089	\$5,089	\$5,089
Vote by Mail Printing/Precinct Ballot Printing/Voter Information Guide Printing	\$81,346	\$56,146	\$70,642	\$55,000	\$65,000
Total Cost:	\$123,322	\$110,622	\$122,728	\$125,089	\$127,889